

## EDITED KSA LISTING

### **CLASS: ACCOUNTING ADMINISTRATOR II**

*NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.*

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|            | <b>Knowledge of:</b>   |
| <b>K1</b>  | A manager's role in the Equal Employment Opportunity program and the process available to meet the Equal Employment Opportunity objectives   |
| <b>K2</b>  | Thorough understanding of the budgeting process and the interaction between budgeting and accounting   |
| <b>K3</b>  | Complete understanding of the uniform accounting system, procedures, laws, rules, and regulations of the State of California as related to a financial organization.                                 |
| <b>K4</b>  | <b>Comprehensive understanding of functions of Control Agencies and the inter-relationship with a financial organization</b>   |
| <b>K5</b>  | Thorough knowledge of sound business management practices, including hiring, training, communication, and personal interaction   |
| <b>K6</b>  | Comprehensive knowledge of Business Law principles as it relates to a governmental entity  |
| <b>K7</b>  | <b>Comprehensive understanding of mainframe, sub-systems, and personal computer hardware and software products to provide guidance on selection, maintenance, and implementation of applications</b> |
| <b>K8</b>  | <b>Comprehensive knowledge of auditing principles as related to governmental financial organization</b>  |
| <b>K9</b>  | Comprehensive knowledge of office equipment related to a financial organization  |
| <b>K10</b> | Comprehensive knowledge of safety policies and regulations within a work environment   |
| <b>K11</b> | Thorough knowledge of principles and techniques of personnel management and supervision  |

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|           | <b>Skill to:</b>  |
| <b>S1</b> | <b>Direct implementation of policies and procedures enhancing the department's operations</b>     |
| <b>S2</b> | <b>Approve spreadsheets displaying financial/statistical information for management decisions</b> |
| <b>S3</b> | <b>Organize various forms of data and prepare appropriate reports for management decisions</b>    |
| <b>S4</b> | <b>Request, analyze and format financial/statistical reports to assist management decisions</b>   |
| <b>S5</b> | <b>Identify critical items or issues to be researched for management's resolution</b>             |
| <b>S6</b> | <b>Operate office equipment used within a financial organization</b>                              |
| <b>S7</b> | <b>Instill and motivate staff to meet and exceed career and upward mobility expectations</b>      |

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|           | <b>Ability to:</b>  |
| <b>A1</b> | <b>Manage and implement the department's Equal Employment Opportunity (EEO) objectives</b>                                |
| <b>A2</b> | <b>Direct the application of accounting principles and procedures to continue effective operation of the organization</b> |
| <b>A3</b> | <b>Make sound decisions in a demanding work environment</b>   |
| <b>A4</b> | <b>Analyze situations accurately and devise an effective course of action in a financial organization</b>                 |
| <b>A5</b> | <b>Direct and approve the preparation of clear, complete, and concise reports</b>   |
| <b>A6</b> | <b>Make sound decisions and recommendations in regard to financial problems associated with the department's budget</b>   |

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| <b>A7</b>  | Manage a cooperative work environment with all individuals and agencies                              |
| <b>A8</b>  | Effectively communicate within a multi-level government organization                                 |
| <b>A9</b>  | <b>Manage and uphold professional standards and principles to internal and external stakeholders</b> |
| <b>A10</b> | Plan, organize, review, and coordinate the work of others in a diverse workforce                     |
| <b>A11</b> | Manage a diverse workforce within a team environment toward a common objective                       |